Choice Training 7-3: Waiting List

1. Waiting List

### 1.1 Training 7-3: Waiting List

Notes:

Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss Choice school waiting list requirements.

7-3.2 How to Navigate this Training Module
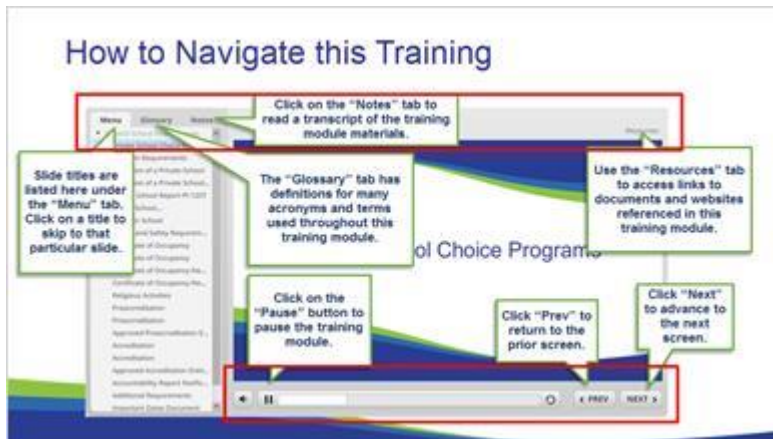
Notes:

Before we start, here are some tips and tools you may wish to use when viewing this training.

When listening to this training please note the buttons at the top of the training screen. Titles to all of the slides in this training are listed under the "Menu" tab on the top left of the training screen. You may watch the training in its entirety, or you may skip to a specific slide by clicking on the title of a particular slide.
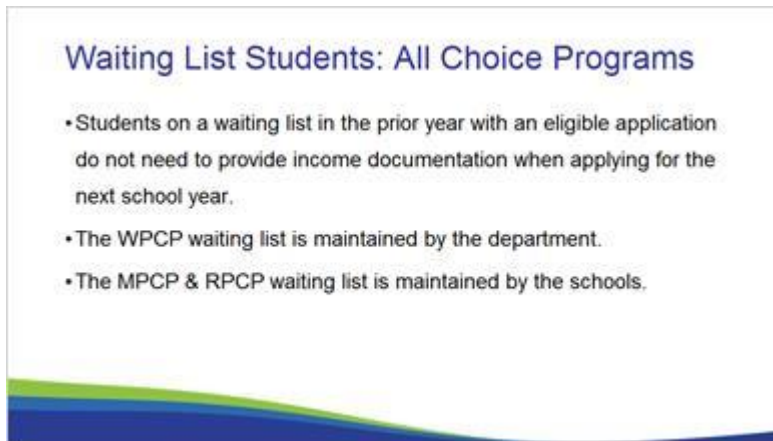
Acronyms and terms that are used throughout this training are defined under the "Glossary" tab on the upper left side of the training screen.   If you have any questions about a particular acronym or term that is used in this training, click on the "Glossary" tab to read the definition of that acronym or term.

The "Notes" tab has a transcript of the training materials as they are presented. If you wish to read along with the training, please click the "Notes" tab on the upper left side of the training screen.

We have also posted resources related to this training which can be found under the "Resources" link on the upper right hand side of the training screen.

Next please note the buttons at the bottom of the training screen. If you want to pause on or during a specific slide, please hit the "Pause" button. Clicking the "Prev" button will allow you to return to the previous slide and clicking the "Next" button will allow you to advance to the next slide, if you wish to advance sooner than the auto-timing.

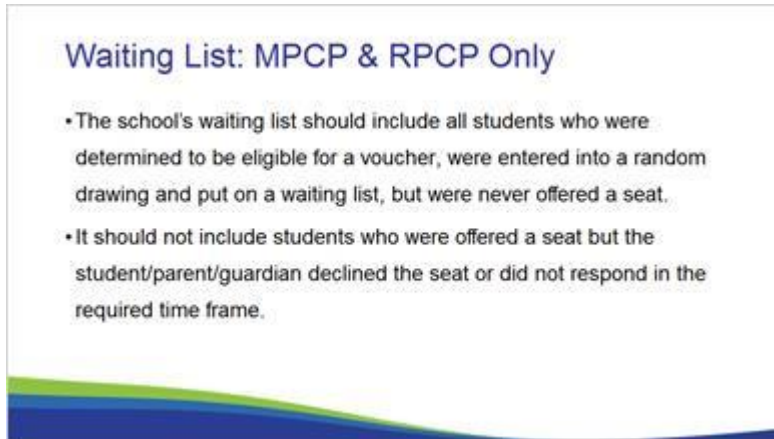## 7-3.3 Waiting List Students: All Choice Programs

Waiting List Students: All Choice Programs

- Students on a waiting list in the prior year with an eligible application do not need to provide income documentation when applying for the next school year.
- The WPCP waiting list is maintained by the department.
- The MPCP & RPCP waiting list is maintained by the schools.

Notes:

Students on a waiting list in the prior year with an eligible application do not need to provide income documentation when applying for the next school year.

The waiting list for schools participating in the statewide program, WPCP, is maintained by DPI.

Schools participating in the Milwaukee and Racine programs keep track of their waiting lists.

7-3.4 Waiting List: MPCP & RPCP Only

Waiting List: MPCP & RPCP Only

- The school's waiting list should include all students who were determined to be eligible for a voucher, were entered into a random drawing and put on a waiting list, but were never offered a seat.
- It should not include students who were offered a seat but the student/parent/guardian declined the seat or did not respond in the required time frame.

Notes:

The school's waiting list should include all students who were determined to be eligible for a voucher, were entered into a random drawing and put on a waiting list, but were never offered a seat.

It should not include students who were offered a seat but the student/parent/guardian declined the seat or did not respond in the required time frame.

Schools must notify parents in writing of acceptance, and include a reasonable time frame for the parent to accept or turn down the seat.

7-3.5 Waiting List: MPCP and RPCP Only (cont)

Notes:

Applications on a school's waiting list should stay in "Verified" status. Do not "submit" these applications until a seat is offered and accepted.

Schools with Choice students still remaining on the waiting list because there was no space at the school will have to complete and submit the "Waiting List" Report after the 2nd Friday in January.

The Waiting List Report is found in the Online Application System (OAS). Logon to the system, look in the left hand side bar for the Waiting List report, found under the "Applications" section.

Please complete this report as soon as you have submitted your 2nd Friday in January count report. These records must be updated for the parents who may reapply for the next school year as early as February 1.

7-3.6 Waiting List: MPCP and RPCP Only (cont)

Notes:

Any student applications in verified status or submitted status that were not counted on count date will show-up in the waiting list report.

7-3.7 Waiting List: MPCP and RPCP Only (cont)

Notes:

Check only those students that remained on the school's waiting list after the 2nd Friday in January because there was no space at the school.

If a seat was offered to the student but they decided to go to a different school, the student should **not** be marked on your waiting list.

7-3.8 Waiting List: MPCP and RPCP Only (cont)

Notes:

After you have checked off all the names of students who are still on your waiting list, click "SAVE."

Please complete the report as soon as you have completed the January count report. The records must be updated before the parent reapplies for the next school year, which may be as early as February 1.

Have all application materials for waiting list students available for your auditor, who will review them while completing the January enrollment audit.

Questions

Website: http://dpi.wi.gov/sms/choice-programs

Email: privateschoolchoice@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3

?

Notes:

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.